

Job Description

Group Member:		Luminate Group Services	
Job Title:		Cleaning Team Leader	
Reports to:		Facilities Supervisor	
Job Grade	LEG A	Department	Facilities

ROLE SUMMARY:

Deliver an exemplar, customer-focused Facilities service Work collaboratively and consultatively with Safety, Health and the Environment and the Capital Projects team to ensure the service proactively supports managers and employees Contribute towards service cross-functional projects and work streams Improve and maintain internal relationships with other Group Shared Services functions such as MIS, Finance, IT, HR, Capital Projects & Student Recruitment and Marketing. Contribute to internal and external networks. Contribute to the Wellbeing Strategy. Contribute to the Safeguarding Strategy.

SPECIFIC ROLE RESPONSIBILITIES:

1. To support the Facilities Supervisor in ensuring the effective day-to-day functioning of the cleaning team, adjusting staff deployment and prioritising works across the buildings where necessary to respond to any staffing issues, to ensure all areas are cleaned in line with cleaning specifications.
2. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. To ensure cleaning staff have prompt access to their areas of work (for example issuing and collecting keys, opening areas or requesting changes to their access cards as appropriate) and where problems arise to deal with these or escalate as required.
2. To ensure that any faulty equipment is reported immediately and taken out of use, and labelled appropriately and that any equipment is operated safely, with due attention to Health & Safety legislation.
3. To issue and manage stock to ensure cleaners have the materials and equipment to do their work but stock is managed in line with good stock control practices, COSHH regulations and any control systems in place.
4. To work flexibly and extend the cleaning service to cater for special events such as Open Days.
5. To be a member of the emergency call out team

6. Responsible for the security of the colleges' buildings and equipment between 6am and 8am Monday to Friday.
7. As part of working in a safe environment, to monitor formally and informally the practices of the cleaning team to ensure they are in line with training received, task descriptors and risk assessments in force.
8. Responsible for complying with Health & Safety Policies, such as COSHH, and procedures as instructed.
9. To assist in the carrying out of the weekly Fire Alarm Test.
10. To act as the liaison between the Department and the cleaning teams, supporting any consultation exercises, dissemination of communications and assisting with the engagement of the cleaning staff in any process improvement activities, environmental initiatives.
11. To act as the line manager of the team for holiday approval and other HR functions using ITrent system.
12. Coordinate any training needs of the cleaning team to assist the Facilities Supervisor in maintaining and updating training records and planning training activities to include the cleaning team.
13. When required assist the cleaning team in effective daily cleaning and tidying of the college premises to the agreed cleaning specification of the college, following relevant industry standards as well as Health & Safety, Security and Environmental arrangements.
14. Any other duties that are specific to the department.
15. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Cleaning Team Leader
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 Maths and English	A / C
D	Q2. NVQ Level 1, 2 Certification in Cleaning skills or equivalent	A / C
D	Q3 IOSH Managing Safely or equivalent safety qualification	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Previous commercial cleaning experience	A / I
E	EK2. A good work related knowledge of Health and Safety	A / I
E	EK3. Experience of supervising a team	A / I
E	EK4. Experience of working flexibly to meet business demands	A / I /

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to supervise a team	A / I
E	SC2. Ability to work independently and use initiative to report areas of concern	A / I
E	SC3. Positive attitude towards tidiness and house keeping	I
D	SC4. Good interpersonal skills	I
D	SC5. Previous experience of using cleaning machines (or willingness to undertake training)	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I